

2014



LED Online Application Instruction Manual



BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINESS. BUSINESS IS GOOD FOR WEST VIRGINIA - AND WEST VIRGINIA IS GOOD FOR BUSINESS

Good for business



Dear Economic Development Colleagues,

The West Virginia Development Office is pleased to be your partner in economic development initiatives throughout the State of West Virginia. Through this partnership, the Development Office administers the Local Economic Development (LED) and Certified Development Community (CDC) programs, and provides funding for county economic development authorities.

With your input, and in cooperation with the West Virginia Economic Development Council (WVEDC), we have updated many aspects of the LED and CDC programs. We are continuing the development of an online application and client data management system that will improve efficiency in the LED program, and more importantly, provide a tool for more efficient management of economic development data.

This LED online application and client management system is part of an initiative to integrate business processes within the Development Office through the development of a State and Federal Economic Development System (SAFEDS).

The SAFEDS system features a Local Economic Development Authority site that will provide a platform for data sharing and assist in the partnership between State and Local economic development professionals. The SAFEDS Local Economic Development Authority Website provides the ability to:

- View company and contact information maintained by WVDO.
- Fulfill retention and expansion visitation reporting requirements.
- Submit the LED Application online.

The deadline for submission of your LED Grant application is at the end of April each year. In order to conduct "Business at the Speed of Life," this tool will be available to you immediately and will serve as the new mode of communication. I wish you great success in the coming year and appreciate your cooperation in the administration of the LED program. Please do not hesitate to contact me directly if I can assist you in any way.

Sincerely,

J. Keith Burdette
Executive Director
West Virginia Development Office



FREQUENTLY ASKED QUESTIONS (FAQs)

Q: How do I access the SAFEDS – Local EDA Site?

The website address is: <http://SAFEDSLocalEDA.wv.gov>

The first time you access the site, you must register. Click on the word “Register” at the bottom of the page. Fill in all the appropriate boxes on the registration page, then click “Submit.” You will be able to log in after you receive an email approving your new account.

Q: What do I do if I forget my password to the SAFEDS – Local EDA site?

To reset your password click on the “Forgot Password” link located at the bottom of the page, when prompted, enter your username (e-mail) and click submit. You will be prompted to provide an answer for the security question you provided upon registering. Once you have successfully answered your security question, you will receive an email with a new password.

Q: How do I change my password to the SAFEDS – Local EDA site?

After you have successfully logged into the SAFEDS – Local EDA site, navigate to the top right hand corner of the web page and click the option “Change Password.” When prompted, enter your current password and your new password in the required fields. Passwords must be at least seven (7) characters long with at least one (1) number and one (1) symbol.

Q: Who do I call if I have questions or issues regarding SAFEDS – Local EDA Site?

| | | |
|-----------------|--|--------------|
| OT Service Desk | servicedesk@wv.gov | 304-558-9966 |
| Tom J. Saunders | Tom.J.Saunders@wv.gov | 304-957-2062 |
| Kevin Meadows | Kevin.M.Meadows@wv.gov | 304-957-2055 |

Q: What is the graphic image at the bottom of the login page?

At the bottom of the login page, you will see a CAPTCHA (Completely Automated Public Turing test to tell Computers and Humans Apart). This is a graphic image with a series of distorted letters on an equally distorted or multicolored background. The purpose of a CAPTCHA is to protect the site from spammers and hackers attempting to create automated free accounts. Additionally, by having a CAPTCHA on your login screen, automated hackers will not be able to log in using your username and password.

Q: What browser may I use with SAFEDS – Local EDA Site?

The SAFEDS – Local Economic Development Authority site is compatible with all versions of Internet Explorer, Firefox and Safari.

Q: Will I be able to view SAFEDS – Local EDA Site with my iPad, iPhone or Android device?

Your mobile device may be used in a limited capacity to view the information on this site. (Currently, you may not upload files with your mobile device.)

Q: What features and enhancements are planned for the future of the SAFEDS – Local EDA Site?

The ability for the Local EDA to enter and track their companies and contacts online was incorporated on June 1, 2013. Further enhancements within the SAFEDS – Local EDA site will allow for improved efficiency and communication between the Local EDA and the West Virginia Development Office (WVDO).

Q: How do I submit suggested improvement for the SAFEDS – Local Economic Development Authority site?

You may e-mail any suggestions for the SAFEDS – Local EDA site to Tom Saunders.

Tom J. Saunders

Tom.J.Saunders@wv.gov

304-957-2062

Login Page

SAFEDS - Local EDA [Log In]

Log In

User Name:

Password:

☐ Remember user

[Register](#) | [Forgot Password](#)

Done Internet | Protected Mode: On 100%

1. Above is the page you will see after entering the following URL: <http://safedslocaleda.wv.gov>.
2. Before using the site, you must register. **Click** on the word **Register**.

Registration Screen

SAFEDS – Local EDA [Log In]

Sign Up for Your New Account

First Name *

Middle Name

Last Name *

Local EDA *

Alliance

Counties *

User Name (Email Address) *

Password *

Confirm Password *

Passwords must be at least 7 characters with 1 number and 1 symbol

Security Question *

Security Answer *

stream driftsage

Privacy & Terms

Submit

1. Fill in all the requested information on the registration page and **click Submit**.
*You can create your own security question and answer.
2. After submission and approval of your information, you will receive an account approval e-mail.
3. You are now an authorized user of the system and may log into SAFEDS – Local EDA site.

Enter Login Information

SAFEDS - Local EDA [Log In]

Log In

User Name: kevin.m.meadows@vrr.gov

Password:

☐ Remember user

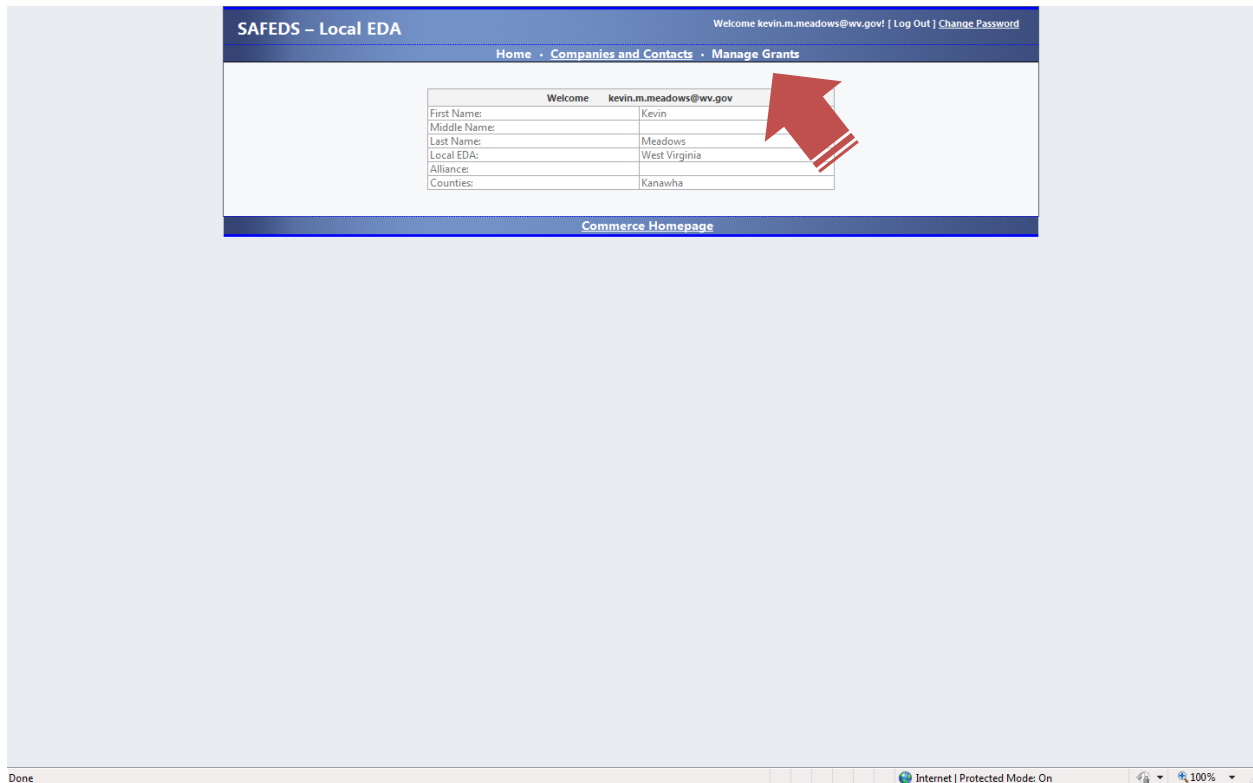
elegatu 20

[Privacy & Terms](#)

[Register](#) | [Forgot Password](#) [Log In](#)

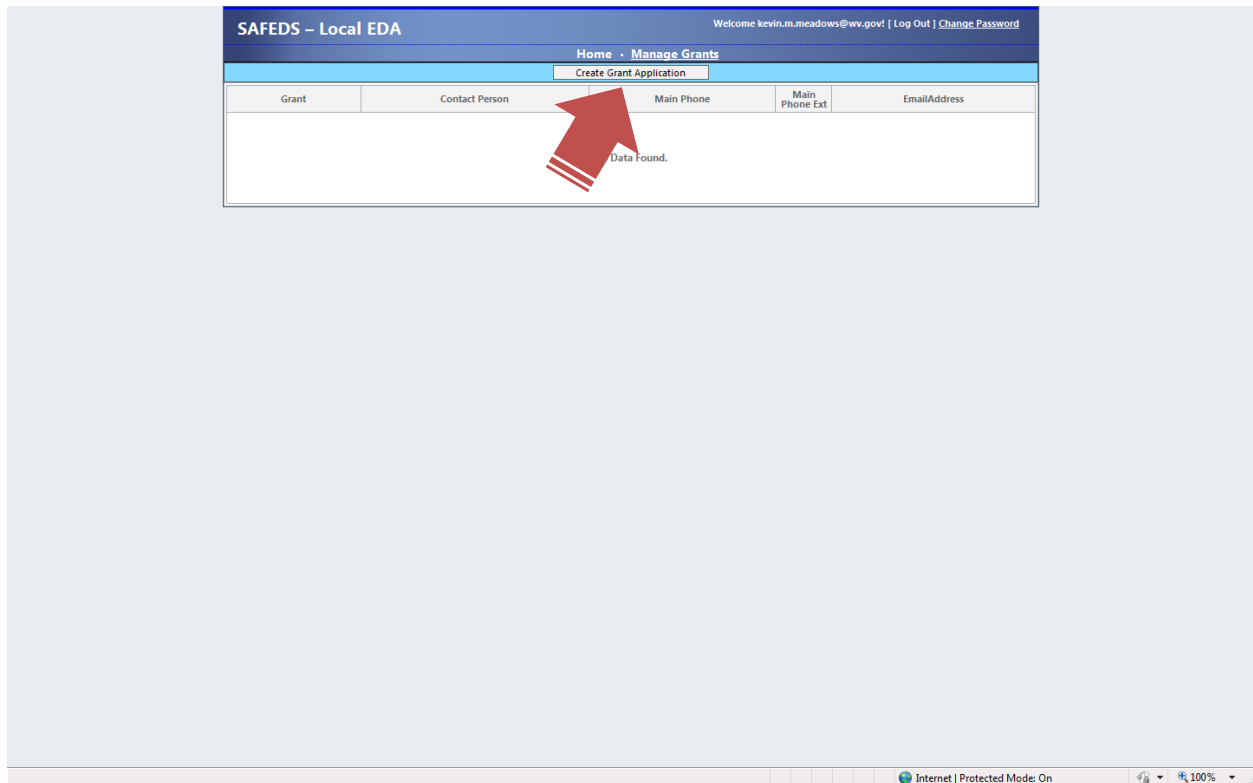
1. Enter your user name, usually your e-mail address, your password, and the CAPTCHA (Completely Automated Turing test to tell Computers and Humans Apart) exactly as seen. Make sure there is a space between the two words or word/number.
2. If you are unable to read the CAPTCHA, you may click on the blue refresh button on the right-hand side of the screen above the Privacy and Terms link.
3. Click **Log In** after you have entered the information.

Home Page



1. Once you have successfully logged in, you will be presented with the screen above. This is considered your home screen.
2. To begin a new application, click the **Manage Grants** link at the top of the page.

Initial Application Page



1. After clicking the **Manage Grants** link on the previous page, you will see this page.
2. Click the **Create Grant Application** button to begin a new online application.

Create a Grant Application Page

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.govt [Log Out] Change Password

Home - Manage Grants

Create a Grant Application

Save Close

General Information

Organization Name * FY * 2011 - 2012

Contact Person * Title

Phone, Fax, Email

"Please enter a phone number as digits in an acceptable format. May include ., - or \ from international numbers. E-mail should use standard e-mail formats."

Main Phone * Alt Phone

Main Phone Ext Alt Phone Ext

Mobile Phone Fax

E-mail *

Address Information

"Enter Zip Code as 5 or 9 digit type."

Line 1 * County * Barbour

Line 2 Zip/Postal Code *

Line 3 State * West Virginia

City * Country * United States

Grant Information

"Please enter as numeric values."

Amount Requested * Cash Match Amount *

Grant Counties *

Accumulative Years of Participation *

Site/Building Inventory

"Please enter dates in numeric format of mm/dd/yyyy."

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.
3. Please note in the *Grant Information* section that the dollar amounts should be entered without a comma or you will receive an error message.

Create a Grant Application Page Continued – Save

The screenshot shows a web-based grant application form. On the left is a vertical navigation menu with the following items: General Info, Phone, Fax, Email, Address Info, Grant Information, Site/Building Inventory, Economic Development Toolkit, Certified Development Community (CDC) Requirement, Professional Development, Industrial Building, Industrial Park, Industrial Site, Office Building, Organization Information, County Commission Resolution and Certification Letter, and Investment Pledge. The main content area contains several sections, each with a dropdown arrow and a title: Industrial Building Form, Industrial Park Form, Industrial Site Form, Office Building Form, County Commission Resolution and Certification Letter, and Investment Pledge. Each section has a large text box below it, all containing the placeholder text "Record must be Saved to enable content." At the bottom right of the form, there are two buttons: "Save" and "Close". A large red arrow points directly to the "Save" button. The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

1. The application can now be saved.
2. Click **Save**.
3. After saving the application, boxes containing the phrase “Record must be Saved to enable content.” will be able to accept data and uploaded files.

Grant Successfully Saved

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update Grant Application [Save] [Delete] [Print] [Close]

Your Grant Was Successfully Saved

General Information

Organization Name * Kevin FY * 2012 - 2013

Contact Person * Meadows Title CD Rep

Phone, Fax, Email

Please enter a phone number as digits in an acceptable format. May include, '-', '+', from international numbers. E-mail should use standard e-mail formats.

Main Phone * 304-558-2234 Alt Phone

Main Phone Ext Alt Phone Ext

Mobile Phone Fax

E-mail * kevin.m.meadows@wv.gov

Address Information

Enter Zip Code as 5 or 9 digit type.

Line 1 * 1900 Kanawha Boulevard, East County * Kanawha

Line 2 Zip/Postal Code * 25305

Line 3 State * West Virginia

City * Charleston Country * United States

Grant Information

Please enter as numeric values.

Amount Requested * 30000.0000 Cash Match Amount * 30000.0000

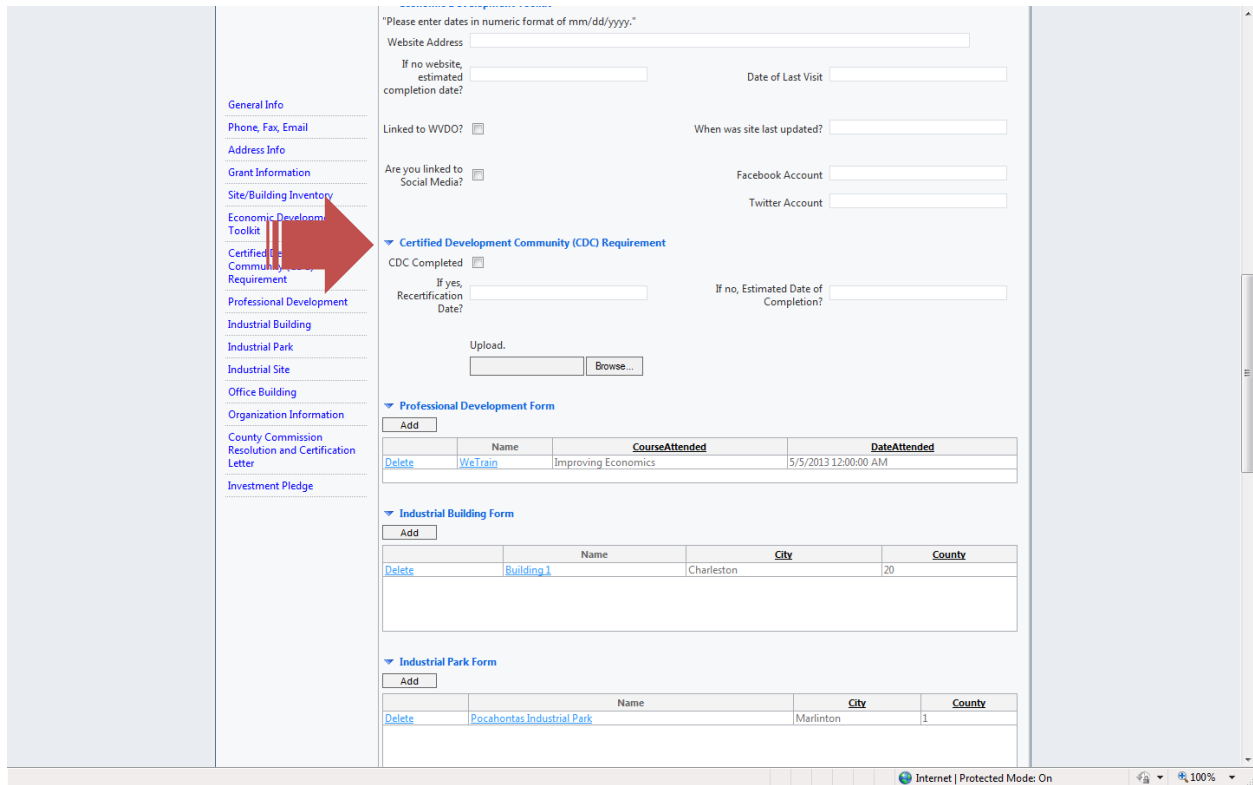
Grant Counties * Barbour, Berkeley, Boone, Braxton, Brooke, Cabell

Accumulative Years of Participation * 5

Site/Building Inventory

1. If all information was entered correctly, you will see a message in green at the top of the application page.
2. If a data entry error occurs, your application will not be saved and you will not receive a message.
3. Scrolling through the page, you will see a message in red or a red asterisk where the error occurred.
4. Correct any errors as noted.
5. Scroll to the bottom of the page and click the **Save** button again.

Certified Community Development Requirement



Please enter dates in numeric format of mm/dd/yyyy.

Website Address

If no website, estimated completion date?

Date of Last Visit

Linked to WDO? ☐

When was site last updated?

Are you linked to Social Media? ☐

Facebook Account

Twitter Account

▼ Certified Development Community (CDC) Requirement

CDC Completed ☐

If yes, Recertification Date?

If no, Estimated Date of Completion?

Upload.

▼ Professional Development Form

| | Name | Course Attended | Date Attended |
|------------------------|-------------------------|---------------------|----------------------|
| Delete | WeTrain | Improving Economics | 5/5/2013 12:00:00 AM |

▼ Industrial Building Form

| | Name | City | County |
|------------------------|----------------------------|------------|--------|
| Delete | Building 1 | Charleston | 20 |

▼ Industrial Park Form

| | Name | City | County |
|------------------------|--|-----------|--------|
| Delete | Pocahontas Industrial Park | Marlinton | 1 |

Internet | Protected Mode: On

1. Information regarding your CDC eligibility will be recorded in this section. Completion, recertification date or estimated recertification date will be requested.
2. A document showing your certification may also be uploaded.
3. The process on how to upload documents is covered later in this manual.

Adding Information to Fields

The screenshot shows a web application interface. On the left is a sidebar with the following navigation links: General Info, Phone, Fax, Email, Address Info, Grant Information, Site/Building Inventory, Economic Development Toolkit, Certified Development Community (CDC) Requirement, Professional Development, Industrial Building, Industrial Park, Industrial Site, Office Building, Organization Information, County Commission Resolution and Certification Letter, and Investment Pledge. The main content area has a top section with two input fields: "If yes, Recertification Date?" and "If no, Estimated Date of Completion?". Below this are four expandable form sections, each with an "Add" button. The first section, "Professional Development Form", has a red arrow pointing to its "Add" button. The other sections are "Industrial Building Form", "Industrial Park Form", "Industrial Site Form", and "Office Building Form". Each of these sections contains a table with columns for Name, City, and County, and a message "No Data Found." at the bottom. The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of 100%.

If yes, Recertification Date? If no, Estimated Date of Completion?

▼ Professional Development Form
Add

| | Course Attended | Date Attended |
|----------------|-----------------|---------------|
| No Data Found. | | |

▼ Industrial Building Form
Add

| Name | City | County |
|----------------|------|--------|
| No Data Found. | | |

▼ Industrial Park Form
Add

| Name | City | County |
|----------------|------|--------|
| No Data Found. | | |

▼ Industrial Site Form
Add

| Name | City | County |
|----------------|------|--------|
| No Data Found. | | |

▼ Office Building Form

1. After successfully saving the application, more data entry is required.
2. Go to the Professional Development portion of the page.
3. Click the **Add** button.

Professional Development Form

The screenshot shows a web application titled "SAFEDS - Local EDA". The user is logged in as "kevin.meadows@wv.gov!". The page is titled "Professional Development Requirement Form". It has a "Location" sidebar and a main content area. The main content area has a "Location" dropdown and several input fields: "Organization Name", "Course Attended", "Date Attended", and "Who Attended". There is a note: "Please enter dates in numeric format of mm/dd/yyyy. Eligible hours should be a numeric value." Below these fields is a "Proof of Attendance" section with an "Upload" button and a "Browse..." button. A red arrow points to the "Browse..." button. The page has "Save" and "Close" buttons at the top right and bottom right. The browser status bar at the bottom shows "Internet | Protected Mode: On" and "100%".

1. This section allows you, the applicant, to state and upload information showing proof of the 30 hours of training required to maintain your certified status.
2. A Proof of Attendance file may be uploaded. The maximum is 20 MB per document.
3. To upload a file, click the **Browse** button and find the requested file. File uploads are covered later in this manual in greater detail.

Professional Development Form - Save

The screenshot shows a web application titled "SAFEDS - Local EDA" with a user profile "Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]". The main navigation bar includes "Home" and "Manage Grants". The current page is the "Professional Development Requirement Form", which has "Save" and "Close" buttons at the top right. The form is divided into sections: "Location" (with a dropdown arrow), "Organization Name" (filled with "WeTrain"), "Course Attended" (filled with "Improving Economics"), "Date Attended" (filled with "05/05/2013"), and "Eligible Hours According to WVEDC Website" (filled with "10"). A "Who Attended" field is partially visible. Below these is the "Proof of Attendance" section with an "Upload" button. A modal dialog box is open in the center, asking "Are you sure you wish to save this form?" with "Yes" and "No" buttons. A red arrow labeled "1" points to the "Save" button at the bottom right of the form. Another red arrow labeled "2" points to the "Yes" button in the modal dialog. The browser's address bar shows "Internet | Protected Mode: On" and the zoom level is "100%".

1. After all information has been entered and uploaded, click the **Save** button.
2. Confirm the save by clicking **Yes** when prompted.

Professional Development Form – Confirm Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home • Manage Grants

Professional Development Requirement Form Save Print Close

Your Professional Development Form Was Successfully Saved

Location

Organization Name WeTrain

Course Attended Improving Economics

Please enter dates in numeric format of mm/dd/yyyy. Eligible hours should be a numeric value.

Date Attended 05/5/2013 Eligible Hours According to WVEDC Website 10

Who Attended John Q. Public

Proof of Attendance

Upload. Your Uploaded File.

Browse...

Save Print Close

1. Confirm the document saved by looking for the message in green at the top of the page.

Professional Development Form – Close document

The screenshot shows the 'Professional Development Requirement Form' in the SAFEDS - Local EDA system. The form is titled 'Professional Development Requirement Form' and includes a 'Close' button in the top right corner. A green message bar at the top states 'Your Professional Development Form Was Successfully Saved'. The form fields include 'Organization Name' (WeTrain), 'Course Attended' (Improving Economics), 'Date Attended' (05/5/2013), and 'Eligible Hours' (10). A 'Who Attended' dropdown menu is open, showing 'John Q. Public'. A confirmation dialog box is displayed in the center, asking 'Do you want to close this form?' with 'Yes' and 'No' buttons. A red arrow labeled '2' points to the 'Yes' button. Another red arrow labeled '1' points to the 'Close' button in the top right corner of the form.

1. To return to the Create Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes**.

Professional Development Form – Confirm Save

The screenshot shows a web application titled "SAFEDS - Local EDA" with a user welcome message "Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]". The main heading is "Home · Manage Grants". Below this is the "Professional Development Requirement Form" with buttons for "Save", "Print", and "Close". A green message bar states "Your Professional Development Form Was Successfully Saved". The form includes fields for "Location", "Organization Name", "Course Attended", "Date Attended", "Who Attended", and "Proof of Attendance". A red arrow points to a confirmation dialog box that asks "Would you like to save before closing?" with "Yes" and "No" buttons. The "Yes" button is highlighted. The form also includes a "Browse..." button for uploading a file.

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Create a Grant Application Page.

Create a Grant Application Page – Confirm Entry

Website Address

If no website, estimated completion date?

Date of Last Visit

Linked to WVDO? ☐

When was site last updated?

Are you linked to Social Media? ☐

If yes, please provide contact information?

▼ Certified Development Community (CDC) Requirement

CDC Completed ☐

If yes, Recertification Date?

If no, Estimated Date of Completion?

▼ Professional Development Form

Add

| | Name | Course Attended | Date Attended |
|------------------------|---------|---------------------|----------------------|
| Delete | WeTrain | Improving Economics | 5/5/2013 12:00:00 AM |

▼ Industrial Building Form

Add

| | Name | City | County |
|------------------------|------------|------------|--------|
| Delete | Building 1 | Charleston | 20 |

▼ Industrial Park Form

Add

| | Name | City | County |
|------------------------|----------------------------|-----------|--------|
| Delete | Pocahontas Industrial Park | Marlinton | 1 |

▼ Industrial Site Form

Add

| | Name | City | County |
|--|------|------|--------|
|--|------|------|--------|

Internet | Protected Mode: On

1. After returning to the Update Grant Application page, scroll to the Professional Development Form and confirm the document is listed in the box.
2. You are ready to move on to the Industrial Building Form. Click **Add**.

Industrial Building Form

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.govt [Log Out] Change Password

Home - Manage Grants

Create an Industrial Building Form

Save Close

Location

"Enter Zip Code as 5 or 9 digit type."

Building Name *

Address

Line 1 *

Line 2

Line 3

City *

County Barbour

Zip Code

State West Virginia

Located in City Limits? ☐

Located in Business/Industrial Park? ☐

Can the Building be Multi-Tenant? ☐

Flood Hazard Zone

Size

"Please enter a numeric value. Must be a whole number 0 or larger."

Total Square Feet *

Total Leased Square Feet

Total Office Square Feet

Total Other Square Feet

Total Available Square Feet *

Acres

Available Manufacturing / Warehouse Square Feet

Available Office Square Feet

Available Other Square Feet

Ceiling Heights (Measurements should be taken under roof trusses at the eave and center)

"Please enter a numeric value. Must be a whole number 0 or larger."

Manufacturing / Warehouse Space (Minimum at Eaves) *

Maximum at Center *

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

Industrial Building Form – Save

The screenshot shows a web-based form titled "Industrial Building Form – Save". On the left is a vertical navigation menu with links: Location, Size, Ceiling Heights, Specifications, Transportation, Utilities, Sale/Lease, Contact, Owner, Tax Information, Environmental Comments, and Remarks. The main content area is divided into sections with expandable headers (indicated by a downward arrow):

- Owner**: Includes fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (a dropdown menu currently showing "West Virginia"), Zip Code, Phone, Mobile, Fax, and Email. There is also a Website field.
- Tax Information**: Includes fields for District and Map & Parcel Numbers.
- Environmental Comments**: Includes a text area for Environmental Comments.
- Remarks**: Includes a text area for Remarks.

At the bottom right of the form, there are two buttons: "Save" and "Close". A large red arrow points directly to the "Save" button. The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

1. After all information has been entered, click the **Save** button.

Industrial Building Form – Save

The screenshot displays the 'Industrial Building Form' in a web browser. A confirmation dialog box is centered on the screen, asking 'Are you sure you wish to save this form?' with 'Yes' and 'No' buttons. A large red arrow points to the 'Yes' button. The background form is partially visible, showing fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (West Virginia), Zip Code, Phone, Mobile, Fax, Email, Website, Tax Information (District, Map & Parcel Numbers), Environmental Comments (Environmental Comments), and Remarks. The left sidebar contains a list of form sections: Location, Size, Ceiling Heights, Specifications, Transportation, Utilities, Sale/Lease, Contact, Owner, Tax Information, Environmental Comments, and Remarks. The bottom of the browser window shows the status bar with 'Internet | Protected Mode: On' and a zoom level of 100%.

1. Confirm the save by clicking **Yes** when prompted.

Industrial Building Form - Confirm Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Building Form [Save] [Print] [Close]

Your Industrial Building Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Building Name * Building 1

Address

Line 1 * 123 4th Street County Kanawha

Line 2 Zip Code 25305

Line 3 State West Virginia

City * Charleston

Located in City Limits? ☐

Located in Business/Industrial Park? ☐

Can the Building be Multi-Tenant? ☐

Zoning

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Square Feet * 500000 Total Available Square Feet * 50000

Total Leased Square Feet 0 Acres 0

Total Manufacturing / Warehouse Square Feet 0 Available Manufacturing / Warehouse Square Feet 0

Total Office Square Feet 0 Available Office Square Feet 0

Total Other Square Feet 0 Available Other Square Feet 0

Ceiling Heights (Measurements should be taken under roof trusses at the eave and center)

Manufacturing / Warehouse Space (Minimum at Eaves) * 100000 Maximum at Center * 150000

Done

Internet | Protected Mode: On

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Building Form – Close

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Building Form [Save] [Print] [Close]

Your Industrial Building Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Building Name * Building 1

Address

Line 1 * 123 4th Street County Kanawha

Line 2 Zip Code 25305

Line 3 State West Virginia

City * Charleston Located in City Limits? ☐

Zoning Located in Industrial Park? ☐

Flood Hazard Zone Building being Sub-Tenant? ☐

Size

"Please enter as numeric"

Total Square Feet * 50000 [Yes] [No]

Total Leased Square Feet 0 Acres 0

Total Manufacturing / Warehouse Square Feet 0 Available Manufacturing / Warehouse Square Feet 0

Total Office Square Feet 0 Available Office Square Feet 0

Total Other Square Feet 0 Available Other Square Feet 0

Ceiling Heights (Measurements should be taken under roof trusses at the eave and center)

Manufacturing / Warehouse Space (Minimum at Eaves) 100000 Maximum at Center * 150000

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes**.

Industrial Building Form – Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Building Form

Your Industrial Building Form Was Successfully Saved

Save Print Close

Location

Size

Ceiling Heights

Specifications

Transportation

Utilities

Sale/Lease

Contact

Owner

Tax Information

Environmental Comments

Remarks

Location

Enter Zip Code as 5 or 9 digit type.

Building Name * Building 1

Address

Line 1 * 1

Line 2 Would you like to save before closing?

Line 3

City *

County Kanawha

Zip Code 25305

State West Virginia

City Limits? ☐

located in Business/Industrial Park? ☐

the Building be Multi-Tenant? ☐

Flood Hazard Zone

Size

Please enter as numeric values.

Total Square Feet * 500000

Available Square Feet * 50000

Total Leased Square Feet 0

Acres 0

Total Manufacturing / Warehouse Square Feet 0

Available Manufacturing / Warehouse Square Feet 0

Total Office Square Feet 0

Available Office Square Feet 0

Total Other Square Feet 0

Available Other Square Feet 0

Ceiling Heights (Measurements should be taken under roof trusses at the eave and center)

Manufacturing / Warehouse Space (Minimum at Eaves) 100000

Maximum at Center * 150000

Internet | Protected Mode: On

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Update Grant Application Page - Confirm

if yes, recertification Date? if no, estimated date of Completion?

Professional Development Form
Add

| | Name | CourseAttended | DateAttended |
|--------|---------|---------------------|----------------------|
| Delete | WeTrain | Improving Economics | 5/5/2013 12:00:00 AM |

Industrial Building Form
Add

| | Name | City | County |
|--------|------------|------------|--------|
| Delete | Building 1 | Charleston | 20 |

Industrial Park Form
Add

| | Name | City | County |
|----------------|------|------|--------|
| No Data Found. | | | |

Industrial Site Form
Add

| | Name | City | County |
|--------|------|----------|--------|
| Delete | 1 | Bellmont | 1 |

Office Building Form
Add

| | Name | City | County |
|----------------|------|------|--------|
| No Data Found. | | | |

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Community (CDC) Requirement
Professional Development
Industrial Building
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter
Investment Pledge

1. After returning to the Update Grant Application page, scroll to the Industrial Building Form box and confirm the document is listed.
2. You are ready to move on to the Industrial Park Form. Click **Add**.

Industrial Park Form

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.govt | Log Out | Change Password

Home - Manage Grants

Create an Industrial Park Form

Save Close

Location

"Enter Zip Code as 5 or 9 digit type."

Park Name *

City *

County Barbour

Zip Code

Located in City Limits? ☐

State West Virginia

Zoning

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Acreage *

Available Acres *

Maximum Contiguous Acres *

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number *

Nearest Commercial Airport *

Name of Railroad Located Adjacent to the Site *

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site *

Are Barge Facilities Available On Site? ☐

Utilities

Done

Internet | Protected Mode: On

100%

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

Industrial Park Form Continued – Save

The screenshot shows a web form titled "Industrial Park Form Continued – Save". On the left is a sidebar with a list of tabs: Location, Size, Transportation, Utilities, Sale/Lease, Contact, Owner, Tax Information, Environmental Comments, and Remarks. The main content area is divided into sections, each with a blue arrow icon and a title: "Owner", "Tax Information", "Environmental Comments", and "Remarks". The "Owner" section includes fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (a dropdown menu currently showing "West Virginia"), Zip Code, Phone, Mobile, Fax, and Email. The "Tax Information" section includes fields for District and Map & Parcel Numbers. The "Environmental Comments" section has a text area labeled "Environmental Comments *". The "Remarks" section has a text area labeled "Remarks". At the bottom right of the form, there are two buttons: "Save" and "Close". A large red arrow points from the left towards the "Save" button. The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

1. After all information has been entered, click the **Save** button.

Industrial Park Form – Save

The screenshot displays the 'Industrial Park Form' in a web browser. A confirmation dialog box is centered on the screen, asking 'Are you sure you wish to save this form?' with 'Yes' and 'No' buttons. A large red arrow points upwards towards the 'Yes' button. The background form is partially visible, showing fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (West Virginia), Zip Code, Phone, Mobile, Fax, Email, Website, Tax Information (District, Map & Parcel Numbers), Environmental Comments, and Remarks. The 'Save' and 'Close' buttons are at the bottom right of the form. The browser's address bar shows 'Internet | Protected Mode: On' and the zoom level is set to 100%.

1. Confirm the save by clicking **Yes** when prompted.

Industrial Park Form – Confirm Save

SAFEDS – Local EDA Welcome kevin.m.meadows@ww.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Park Form [Save] [Print] [Close]

Your Industrial Park Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Park Name * Pocahontas Industrial Park

City * Marlinton County Pocahontas

Zip Code Located in City Limits? ☐

Zoning State West Virginia

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Acreage * 10000 Available Acres * 5000

Maximum Contiguous Acres * 3000

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number * Interstate

Nearest Commercial Airport * Yeager

Name of Railroad Located Adjacent to the Site * Cass

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site * None

Are Barge Facilities Available On Site? ☐

Done Internet | Protected Mode: On 100%

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Park Form – Close

The screenshot shows the 'Update an Industrial Park Form' page in the SAFEDS - Local EDA system. The page has a sidebar with navigation links: Location, Size, Transportation, Utilities, Sale/Lease, Contact, Owner, Tax Information, Environmental Comments, and Remarks. The main content area is titled 'Update an Industrial Park Form' and includes a 'Your Industrial Park Form Was Successfully Saved' message. The form is divided into three sections: Location, Size, and Transportation. The Location section includes fields for Park Name, City, County, Zip Code, Zoning, Flood Hazard Zone, and State. The Size section includes fields for Total Acreage, Maximum Contiguous Acres, and a checkbox for 'Are Barge Facilities Available On Site?'. The Transportation section includes fields for Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number, Nearest Commercial Airport, Name of Railroad Located Adjacent to the Site, Is there a Rail Siding Located on the Property?, Name of Navigable Waterway Located Adjacent to the Site, and a checkbox for 'Are Barge Facilities Available On Site?'. A modal dialog box is open in the center of the screen, asking 'Do you want to close this form?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. The 'Close' button is visible in the top right corner of the form area.

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes**.

Industrial Park Form – Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Park Form

Your Industrial Park Form Was Successfully Saved

Save Print Close

Location

Size

Transportation

Utilities

Sale/Lease

Contact

Owner

Tax Information

Environmental Comments

Remarks

Location

"Enter Zip Code as 5 or 9 digit type."

Park Name * Pocahontas Industrial Park

City * Marlinton

County Pocahontas

Zip Code

Would you like to save before closing?

Yes No

State West Virginia

Size

"Please enter as numeric values."

Total Acreage * 10000

Available Acres * 5000

Maximum Contiguous Acres * 3000

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number * Interstate

Nearest Commercial Airport * Yeager

Name of Railroad Located Adjacent to the Site * Cass

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site * None

Are Barge Facilities Available On Site? ☐

Internet | Protected Mode: On

100%

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Industrial Park Form – Return to Update Grant Form

The screenshot shows a web application interface for managing industrial forms. On the left is a sidebar with a list of menu items: General Info, Phone, Fax, Email, Address Info, Grant Information, Site/Building Inventory, Economic Development Toolkit, Certified Community (CDC) Requirement, Professional Development, Industrial Building, Industrial Park, Industrial Site, Office Building, Organization Information, County Commission Resolution and Certification Letter, and Investment Pledge. The main content area is divided into three sections: Industrial Building Form, Industrial Park Form, and Industrial Site Form. Each section has an 'Add' button and a table with columns for Name, City, and County. The Industrial Park Form table contains one entry: Pocahontas Industrial Park, Marlinton, 1. The Industrial Site Form table contains one entry: 1, Bellmont, 1. Below these sections is the Office Building Form section, which also has an 'Add' button and a table with one entry: Gold Dome, Charleston, 20. At the bottom of the main content area is the Organization Information section, which includes a warning message: 'All files to be uploaded are not uploaded until this form is saved!'. Below this is a section for uploading files, with a note: 'All uploads may not exceed 32mb per upload or 200mb of total data.' There are two upload fields: 'Organizational Budget' and 'Your Uploaded File.'. The 'Organizational Budget' field has a 'Browse...' button. The 'Your Uploaded File.' field has a 'Browse...' button and a file named '1_Budget_76.docx' is listed with a red 'X' icon. At the bottom of the page is a footer with the text 'Internet | Protected Mode: On' and a zoom level of 100%.

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Community (CDC) Requirement
Professional Development
Industrial Building
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter
Investment Pledge

Industrial Building Form
Add
Delete Building 1 Charleston 20

Industrial Park Form
Add
Delete Pocahontas Industrial Park Marlinton 1

Industrial Site Form
Add
Delete 1 Bellmont 1

Office Building Form
Add
Delete Gold Dome Charleston 20

Organization Information
All files to be uploaded are not uploaded until this form is saved!
All uploads may not exceed 32mb per upload or 200mb of total data.
Organizational Budget
Upload. Your Uploaded File.
Browse... 1_Budget_76.docx X
Annual Fiscal Audit

Internet | Protected Mode: On 100%

1. After returning to the Update Grant Application page, scroll to the Industrial Park Form box and confirm the document is listed.
2. You are ready to move on to the Industrial Site Form. Click **Add**.

Industrial Site Form

SAFEDS – Local EDA

Welcome kevin.m.meadows@ww.gov! [Log Out] [Change Password]

Home - Manage Grants

Create an Industrial Site Form [Save] [Close]

Location

"Enter Zip Code as 5 or 9 digit type."

Site Name *

City *

County Barbour

Zip Code

Located in City Limits? ☐

Zoning

State West Virginia

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Acreage *

Will Owner Subdivide the Property? ☐

Acreage Range that Owner will Subdivide the Property *

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number *

Nearest Commercial Airport *

Name of Railroad Located Adjacent to the Site *

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site *

Are Barge Facilities Available On Site? ☐

Utilities

Done

Internet | Protected Mode: On

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

Industrial Site Form Continued – Save

The screenshot shows a web form titled "Industrial Site Form Continued – Save". On the left is a sidebar with a list of tabs: Location, Size, Transportation, Utilities, Sale/Lease, Contact, Tax Information, Environmental Comments, and Remarks. The main content area is divided into sections with expandable headers (indicated by blue triangles):

- Owner**: Includes fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (dropdown menu showing "West Virginia"), Zip Code, Phone, Mobile, Fax, and Email.
- Tax Information**: Includes fields for District and Map & Parcel Numbers.
- Environmental Comments**: Includes a text area for Environmental Comments.
- Remarks**: Includes a text area for Remarks.

At the bottom right of the form, there are two buttons: "Save" and "Close". A large red arrow points from the left towards the "Save" button. The browser's address bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

1. After all information has been entered, click the **Save** button.

Industrial Site Form – Save

The screenshot shows a web application window titled "Industrial Site Form – Save". On the left is a sidebar with a list of form sections: Location, Size, Transportation, Utilities, Sale/Lease, Contact, Tax Information, Environmental Comments, and Remarks. The main area contains the form fields for each section. A modal dialog box is open in the center with the text "Are you sure you wish to save this form?" and two buttons: "Yes" and "No". A large red arrow points to the "Yes" button. The form fields include Name, Company, Address (Line 1, Line 2, Line 3), City, State (set to West Virginia), Zip Code, Phone, Mobile, Fax, Email, Website, Tax Information (District *, Map & Parcel Numbers *), Environmental Comments (Chesapeake Bay Watershed), and Remarks. At the bottom right of the form are buttons for "Save", "Print", and "Close". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of 100%.

1. Confirm the save by clicking **Yes** when prompted.

Industrial Site Form – Confirm Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Site Form [Save] [Print] [Close]

Your Industrial Site Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Site Name * 1

City * Belmont County Barbour

Zip Code Located in City Limits? ☐

Zoning State West Virginia

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Acreage * 50 Will Owner Subdivide the Property? ☐

Acreage Range that Owner will Subdivide the Property * 1

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number * 42

Nearest Commercial Airport * Bellington

Name of Railroad Located Adjacent to the Site * NFS

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site * Lake Ponchartrain

Are Barge Facilities Available On Site? ☐

Internet | Protected Mode: On

1. Confirm the document saved by looking for the message in green at the top of the page.

Industrial Site Form – Close

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Industrial Site Form

Your Industrial Site Form Was Successfully Saved

Save Print Close

Location

"Enter Zip Code as 5 or 9 digit type."

Site Name * 1

City * Belmont County Barbour

Zip Code Located in City Limits? ☐

Zoning State West Virginia

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Acreage * 5 Subdivide Property? ☐

Acreage Range that Owner will Subdivide the Property * 1

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number * 42

Nearest Commercial Airport * Bellington

Name of Railroad Located Adjacent to the Site * NFS

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site * Lake Ponchartrain

Are Barge Facilities Available On Site? ☐

Do you want to close this form?

Yes No

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes**.

Industrial Site Form – Save

The screenshot shows the 'Update an Industrial Site Form' interface. A modal dialog box is displayed in the center, asking 'Would you like to save before closing?' with 'Yes' and 'No' buttons. A large red arrow points to the 'Yes' button. The background form includes sections for Location, Size, Transportation, and Utilities.

Location

Site Name * 1

City * Belmont County Barbour

Zip Code

City Limits? ☐

State West Virginia

Size

Total Acreage * 50

Subdivide the Property? ☐

Transportation

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number * 42

Nearest Commercial Airport * Bellington

Name of Railroad Located Adjacent to the Site * NFS

Is there a Rail Siding Located on the Property? ☐

Name of Navigable Waterway Located Adjacent to the Site * Lake Ponchartrain

Are Barge Facilities Available On Site? ☐

Utilities

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Industrial Site Form – Return to Update Grant Form

The screenshot shows a web application interface for managing grant forms. On the left is a vertical navigation menu with the following items: General Info, Phone, Fax, Email, Address Info, Grant Information, Site/Building Inventory, Economic Development Toolkit, Certified Development Community (CDC) Requirements, Professional, Industrial Building, Industrial Park, Industrial Site, Office Building, Organization Information, County Commission Resolution and Certification Letter, and Investment Pledge. The main content area is divided into three sections: Industrial Park Form, Industrial Site Form, and Office Building Form. Each section has an 'Add' button and a table of existing forms. A red arrow labeled '1' points to the 'Industrial Site Form' section. A second red arrow labeled '2' points to the 'Office Building Form' section. Below the Office Building Form section, there is a red warning message: 'All files to be uploaded are not uploaded until this form is saved!'. This is followed by the 'Organization Information' section, which includes a note: 'All uploads may not exceed 32mb per upload or 200mb of total data.' and two upload fields: 'Organizational Budget' and 'Annual Fiscal Audit'. Each upload field has an 'Upload' button, a 'Browse...' button, and a 'Your Uploaded File.' label. The 'Organizational Budget' field shows a file named '1_Budget_76.docx' with a red 'x' icon. The 'Annual Fiscal Audit' field shows a file named '2013 Financial Audit_Audit_76.xlsx' with a red 'x' icon. At the bottom of the page, there is a status bar that reads 'Internet | Protected Mode: On' and a zoom level of '100%'.

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Development Community (CDC) Requirements
Professional
Industrial Building
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter
Investment Pledge

Industrial Park Form
Add

| | Name | City | County |
|--------|----------------------------|-----------|--------|
| Delete | Pocahontas Industrial Park | Marlinton | 1 |

Industrial Site Form
Add

| | Name | City | County |
|--------|------|---------|--------|
| Delete | 1 | Belmont | 1 |

Office Building Form
Add

| | Name | City | County |
|--------|-----------|------------|--------|
| Delete | Gold Dome | Charleston | 20 |

All files to be uploaded are not uploaded until this form is saved!

Organization Information
All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget

Upload. Your Uploaded File.
1_Budget_76.docx [x]

Annual Fiscal Audit

Upload. Your Uploaded File.
2013 Financial Audit_Audit_76.xlsx [x]

Organizational Structure

Upload. Your Uploaded File.

1. After returning to the Update Grant Application page, scroll to the Industrial Site Form box and confirm the document is listed.
2. You are ready to move on to the Office Building Form. Click **Add**.

Office Building Form

SAFEDS – Local EDA Welcome kevin.m.meadows@ww.govt [Log Out] Change Password

Home - Manage Grants

Create an Office Building Form Save Close

Location
"Enter Zip Code as 5 or 9 digit type."
Name of Building *
Address
Line 1
Line 2
Line 3
City *
Zoning
County Barbour
Zip/Postal Code *
State West Virginia
Located in City Limits?
Flood Hazard Zone

Size
"Please enter as numeric values."
Total Square Feet Available *
Available Square Feet per Floor *
Acreage
Number of Floors *
Will Owner Subdivide Space

Specifications
Former Use of Building *
Proximity to Point of Presence
Redundant Power Supply
Broadband Service Available
Security System Installed
If Former Call Center, How Many Work Stations *
Number of Parking Spaces *
Redundant Telephone/Internet Service
Sprinkler System Installed
"Please enter dates in numeric format of mm/dd/yyyy."
Number of Elevators

1. Enter as much information as possible to create a complete application
2. All required information regarding your organization is noted by an asterisk - *.

Office Building Form Continued – Save

Location
Size
Specifications
Utilities
For Sale/Lease
Contact Information
Owner Information
Tax Information
Environmental Comments
Remarks

Fax: Email *:

Website:

▼ Owner
"Enter Zip Code as 5 or 9 digit type."
Name:
Company:
Address:
Line 1:
Line 2:
Line 3:
City: State:
Zip Code:
Phone: Mobile:
Fax: Email:
Website:

▼ Tax Information
District *:
Map & Parcel Numbers *:

▼ Environmental Comments
Environmental Comments *:

▼ Remarks
Remarks:

Save Close

Internet | Protected Mode: On 100%

1. After all information has been entered, click the **Save** button.

Office Building Form – Save

The screenshot shows a web application interface for saving an office building form. On the left is a sidebar with a list of sections: Location, Size, Specifications, Utilities, For Sale/Lease, Contact Information, Owner Information, Tax Information, Environmental Comments, and Remarks. The main area contains form fields for Name, Company, Address (Line 1, Line 2, Line 3), City, State (a dropdown menu currently showing 'West Virginia'), Zip Code, Phone, Mobile, Fax, Email, Website, Tax Information (District *), Map & Parcel Numbers *, Environmental Comments * (a dropdown menu currently showing 'Categorically Excluded'), and Remarks. A modal dialog box is centered on the screen with the text 'Are you sure you wish to save this form?' and two buttons: 'Yes' and 'No'. A large red arrow points upwards towards the 'Yes' button. At the bottom right of the form are 'Save' and 'Close' buttons. The browser's status bar at the bottom indicates 'Internet | Protected Mode: On' and a zoom level of '100%'.

1. Confirm the save by clicking **Yes** when prompted.

Office Building Form – Confirm Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Office Building Form [Save] [Print] [Close]

Your Office Building Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Name of Building * Gold Dome

Address

Line 1 County Kanawha

Line 2 Zip/Postal Code * 25305

Line 3 State West Virginia

City * Charleston Located in City Limits? ☐

Zoning Flood Hazard Zone

Size

"Please enter as numeric values."

Total Square Feet Available * 500000 Number of Floors * 5

Available Square Feet per Floor * 500 Will Owner Subdivide Space ☐

Acreage 0

Specifications

Former Use of Building * Residential If Former Call Center, How Many Work Stations * 50

Proximity to Point of Presence Number of Parking Spaces * 5000

Redundant Power Supply

Broadband Service Available ☐ Redundant Telephone/Internet Service ☐

Security System Installed ☐ Sprinkler System Installed ☐

"Please enter dates in numeric format of mm/dd/yyyy."

Done

Internet | Protected Mode: On

1. Confirm the document saved by looking for the message in green at the top of the page.

Office Building Form – Close

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Office Building Form [Save] [Print] [Close]

Your Office Building Form Was Successfully Saved

Location

"Enter Zip Code as 5 or 9 digit type."

Name of Building * Gold Dome

Address

Line 1 County

Line 2 Zip/Postal Code * 25305

Line 3 State

City * Charleston Located in City Limits? ☐

Zoning B Zone

Size

"Please enter as numeric"

Total Square Feet Available *

Available Square Feet per Floor * Floors *

Divide Space ☐

Acreage

Specifications

Former Use of Building * Residential Call Center, Many Work Stations *

Proximity to Point of Presence Number of Parking Spaces *

Redundant Power Supply ☐

Broadband Service Available ☐ Redundant Telephone/Internet Service ☐

Security System Installed ☐ Sprinkler System Installed ☐

"Please enter dates in numeric format of mm/dd/yyyy."

Internet | Protected Mode: On

1. To return to the Create Update Grant Application Page, click the **Close** button.
2. When prompted to confirm the close, click **Yes**.

Office Building Form – Save

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Update an Office Building Form

Your Office Building Form Was Successfully Saved

Save Print Close

Location

Size

Specifications

Utilities

For Sale/Lease

Contact Information

Owner Information

Tax Information

Environmental Comments

Remarks

Location

"Enter Zip Code as 5 or 9 digit type."

Name of Building * Gold Dome

Address

Line 1

Line 2

Line 3

City *

County Kanawha

Code * 25305

State West Virginia

City Limits? ☐

Flood Hazard Zone

Size

"Please enter as numeric values."

Total Square Feet Available * 500000

Available Square Feet per Floor * 500

Acreage 0

Number of Floors * 5

Will Owner Subdivide Space ☐

Specifications

Former Use of Building * Residential

Proximity to Point of Presence

Redundant Power Supply

Broadband Service Available ☐

Security System Installed ☐

If Former Call Center, How Many Work Stations * 50

Number of Parking Spaces * 5000

Redundant Telephone/Internet Service ☐

Sprinkler System Installed ☐

"Please enter dates in numeric format of mm/dd/yyyy."

Internet | Protected Mode: On

1. After confirming the close of the page, you will be prompted to save before closing.
2. Click **Yes** to ensure the document has been saved.
3. You will be returned to the Update Grant Application Page.

Office Building Form – Return to Update Grant Form

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Development Community (CDC) Requirement
Professional Review
Industrial Site **1**
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter
Investment Pledge

| | Name | City | County |
|------------------------|----------------------------|-----------|--------|
| Delete | Pocahontas Industrial Park | Marlinton | 1 |

Industrial Site Form
[Add](#)

| | Name | City | County |
|------------------------|------|----------|--------|
| Delete | 1 | Bellmont | 1 |

Office Building Form
[Add](#)

| | Name | City | County |
|------------------------|-----------|------------|--------|
| Delete | Gold Dome | Charleston | 20 |

All files to be uploaded are not uploaded until this form is saved!

Organization Information
All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget
Upload.
 [Browse...](#)

Annual Fiscal Audit
Upload.
 [Browse...](#)

Organizational Structure
Upload.
 [Browse...](#)

Annual Action Plan
Upload.
 [Browse...](#)

[County Commission Resolution and Certification Letter Form](#)

1. After returning to the Update Grant Application page, scroll to the Industrial Site Form box and confirm the document is listed.

Uploading Documents

Office Building Form

Add

| Name | City | County |
|----------------|------|--------|
| No Data Found. | | |

All files to be uploaded are not uploaded until this form is saved!

Organization Information

All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget

Upload. Browse...

Annual Fiscal Audit

Upload. Browse...

Organizational Structure

Upload. Browse...

Annual Action Plan

Upload. Browse...

County Commission Resolution and Certification Letter Form

Download the Form CCRC LETTER Upload the Completed Form Browse...

Investment Pledge Form

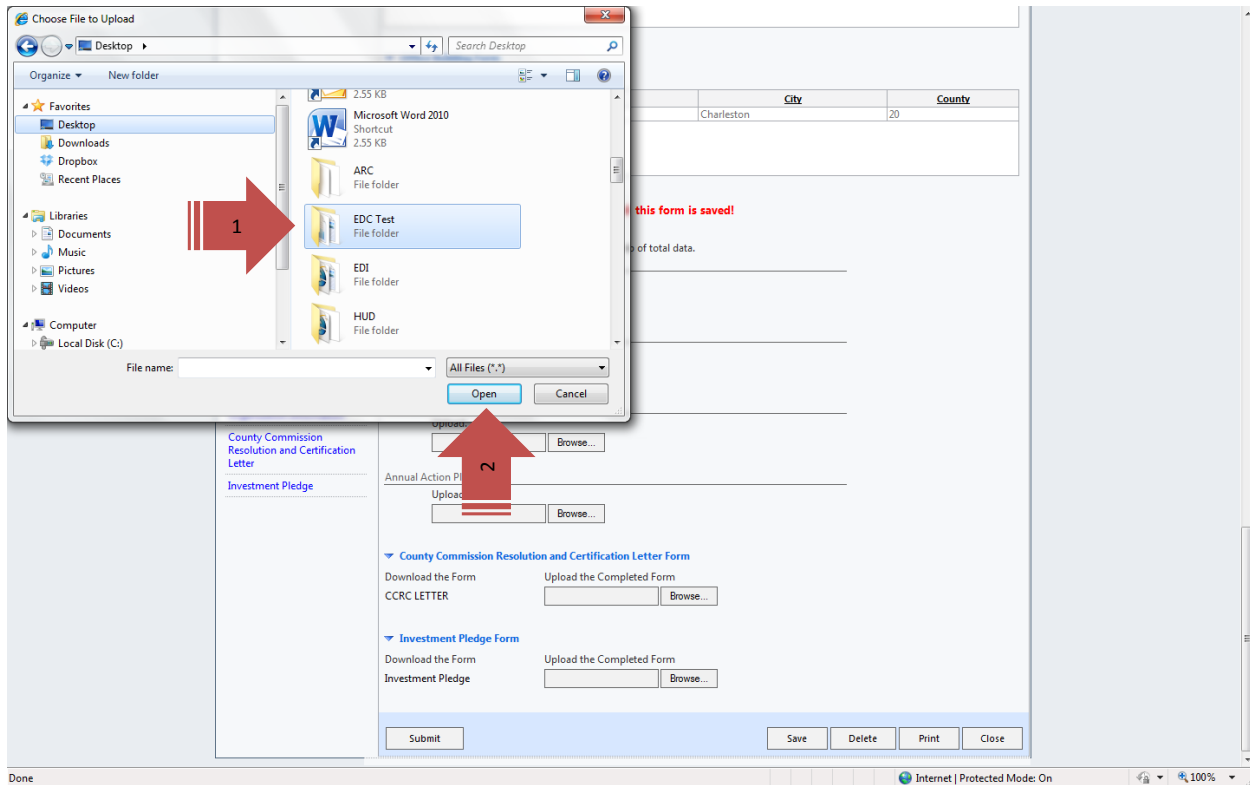
Download the Form Investment Pledge Upload the Completed Form Browse...

Submit Save Delete Print Close

Applicants may now upload documents as part of their application. We will use Organizational Budget as an example in this manual.

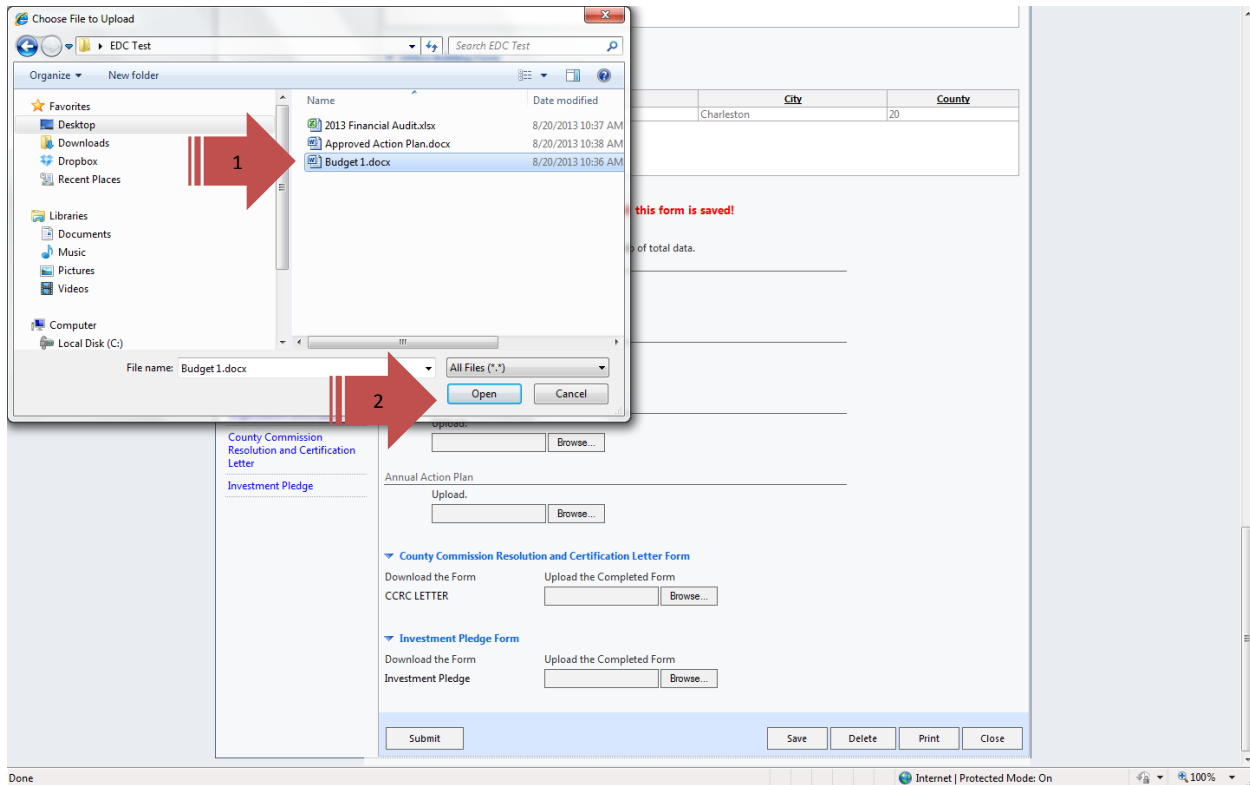
1. Find the *Organizational Budget* item near the bottom of the Update Grant Application page.
2. Click **Browse**.

Uploading Documents – Browse



1. After clicking **Browse**, a Choose File to Upload window will appear.
2. Select the folder containing your file and click **Open**.

Uploading Documents – Select



1. Find and select the file in the list of documents within the folder.
2. Click **Open**.
3. Only Microsoft Word, Excel, PowerPoint and Adobe PDF files will be accepted.

Uploading Documents – File Uploaded

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Development Community (CDC) Requirement
Professional Development
Industrial Building
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter
Investment Pledge

Office Building Form
Add

| Name | City | County |
|-----------|------------|--------|
| Gold Dome | Charleston | 20 |

Delete

All files to be uploaded are not uploaded until this form is saved!

Organization Information
All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget
Upload.
C:\Users\A081511\Desktop Browse...

Annual Fiscal Audit
Upload.
Browse...

Organizational Structure
Upload.
Browse...

Annual Action Plan
Upload.
Browse...

County Commission Resolution and Certification Letter Form
Download the Form
CCRC LETTER
Upload the Completed Form
Browse...

Investment Pledge Form
Download the Form
Investment Pledge
Upload the Completed Form
Browse...

Submit Save Delete Print Close

1. After clicking **Open** the second time, you will return to the Update Grant Application Page.
2. If uploaded correctly, you will see a file path in the Upload box. This is your document.
3. The same process is used for the remaining documents that must be uploaded to complete the application.

Submitting Application

The screenshot shows a web application interface for submitting an application. On the left is a sidebar menu with various categories like General Info, Address Info, and Organization Information. The main content area displays the 'Office Building Form' with sections for Organization Information, County Commission Resolution and Certification Letter Form, and Investment Pledge Form. Each section has a 'Download the Form' link and an 'Upload the Completed Form' button with a 'Browse...' link. A red arrow labeled '1' points to the 'Submit' button at the bottom. A second red arrow labeled '2' points to the 'Yes' button in a confirmation dialog box that appears over the 'Upload the Completed Form' button for the 'County Commission Resolution and Certification Letter Form'.

Office Building Form

Add

| Name | City | County |
|----------------|------|--------|
| No Data Found. | | |

All files to be uploaded are not uploaded until this form is saved!

Organization Information

All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget

Upload. Browse...

Annual Fiscal Audit

Upload. Browse...

Organizational Structure

Upload.

Annual Action Plan

Upload.

Are you sure you wish to submit this form for approval?

Yes No

County Commission Resolution and Certification Letter Form

Download the Form CCRC LETTER

Upload the Completed Form Browse...

Investment Pledge Form

Download the Form Investment Pledge

Upload the Completed Form Browse...

Submit Save Delete Print Close

1. To submit the application, click **Submit**.
2. When prompted to confirm the submission, click **Yes**.

Submitting Application – Save

General Info
Phone, Fax, Email
Address Info
Grant Information
Site/Building Inventory
Economic Development Toolkit
Certified Development Community (CDC) Requirement
Professional Development
Industrial Building
Industrial Park
Industrial Site
Office Building
Organization Information
County Commission Resolution and Certification Letter Form
Investment Pledge

All files to be uploaded are not uploaded until this form is saved!

Organization Information
All uploads may not exceed 32mb per upload or 200mb of total data.

Organizational Budget
Upload. Browse...

Annual Fiscal Audit
Upload. Browse...

Organizational Structure
Upload. Browse...

Annual Action Plan
Upload. Browse...

County Commission Resolution and Certification Letter Form
Download the Form Upload the Completed Form

Investment Pledge Form
Download the Form Upload the Completed Form

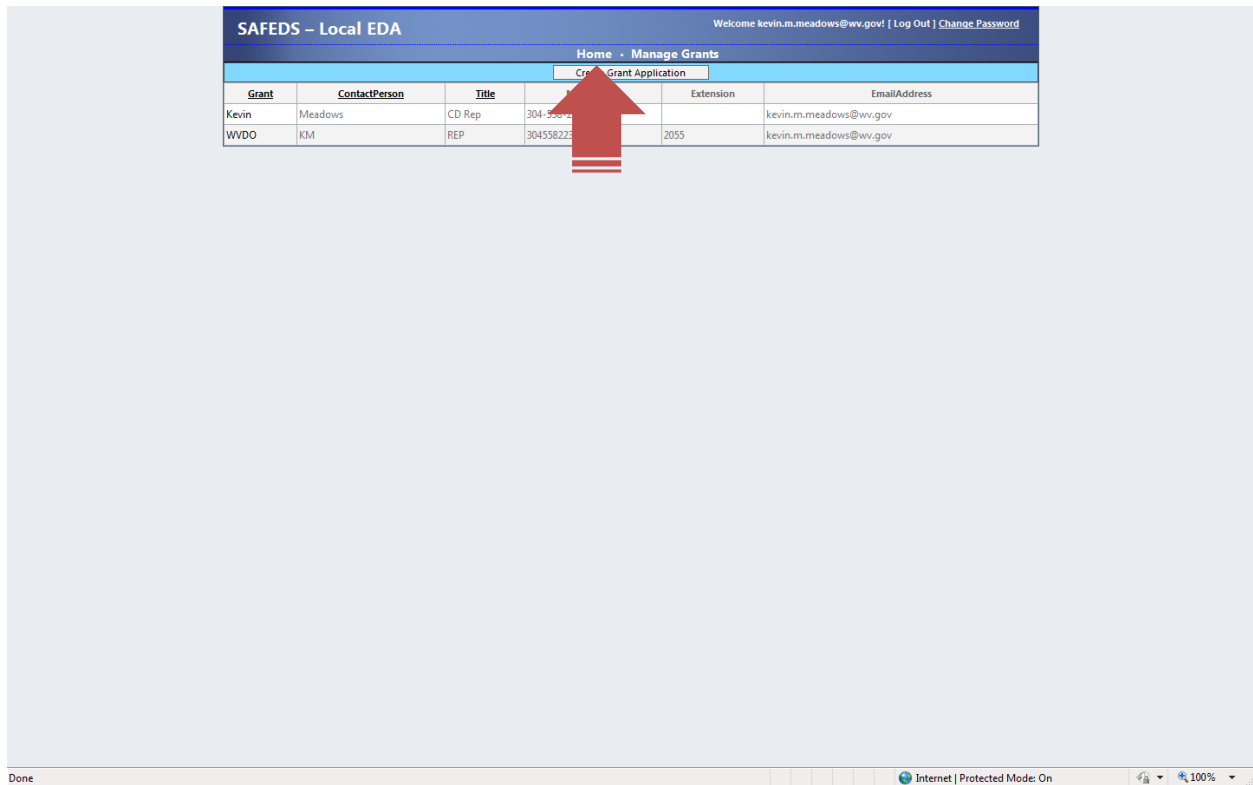
Submit Save Delete Print Close

Would you like to save before submitting?

Internet | Protected Mode: On 100%

1. When asked to save the application before submitting, click **Yes**.

Return to Manage Grants Screen



1. An e-mail will be sent to your organization and Tom Saunders after submitting the application.
2. Click on the **Home** link at the top of the screen to return to the Home Page.
3. Applications may be reviewed or edited by clicking on the Manage Grants link on this screen.

Return to Companies and Contacts Page – Update

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home • Companies and Contacts • Manage Grants

Search Company: Search Clear Search Add Company Advanced Search Note Search

| Company Name | County | Main Phone | Extn | Email | City | State | Investment Rep |
|---|---------|--------------|------|-----------------------------|------------------|---------------|-------------------|
| Abern and | Kanawha | 304-768-8062 | | | South Charleston | West Virginia | Phillips, Rolland |
| Air Robotics | Kanawha | 304-807-9464 | | jeff@airroboticsinc.com | Charleston | West Virginia | Phillips, Rolland |
| Airgas Mid America | Kanawha | 304-346-0875 | | | Charleston | West Virginia | Phillips, Rolland |
| Aither Chemicals, LLC | Kanawha | 800 611 2296 | 945 | len@aitherchem.com | South Charleston | West Virginia | Hopkins, Kris |
| Al Marino Inc. | Kanawha | 304-345-9000 | | jmarino@almarinlinkmail.com | Charleston | West Virginia | Phillips, Rolland |
| Allegheny Energy Supply | Kanawha | 304-345-4695 | | | Charleston | West Virginia | Phillips, Rolland |
| Aluminum Metalworks | Kanawha | 304-744-9445 | | | South Charleston | West Virginia | Phillips, Rolland |
| American Chemical Services | Kanawha | 304-949-6544 | | | Charleston | West Virginia | Phillips, Rolland |
| American Electric Power (AEP) | Kanawha | 304-348-4731 | | | Charleston | West Virginia | Phillips, Rolland |

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # All

Search Contact: Search Clear Search Add Contact Advanced Search Comment Search

| Name | Job Title | Primary Company | Main Phone | Mobile Phone | City | County | State |
|------------------------------------|---|--|--------------|----------------|------------------|---------|---------------|
| Agge, Mike | Plant Manager | Dow Chemical | 304-747-2324 | | Institute | Kanawha | West Virginia |
| Abern, James | President | Abern and | 304-768-8062 | | South Charleston | Kanawha | West Virginia |
| Allen, Gary | Director, South Charleston Technical Center | Bayer Chemical | 304-768-8505 | | South Charleston | Kanawha | West Virginia |
| Aluise, John | Vice President | ConTel Inc/Sierra | 304-523-3521 | | Huntington | Kanawha | West Virginia |
| Amos, Austin | General Manager | ConveyWeigh | 304-201-2354 | | Dunbar | Kanawha | West Virginia |
| Anderson, Cesar | | West Virginia Hearing Center | 304-521-521 | | Charleston | Kanawha | |
| Anderson, Maribeth | Director - Corporate Development | ***** | 304-533-5015 | (304) 389-6802 | Charleston | Kanawha | West Virginia |
| Armentrout, David | President & COO | FiberNet, LLC | 304-720-2175 | | Charleston | Kanawha | West Virginia |

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z # All

Commerce Homepage

Done Internet | Protected Mode: On 100%

1. To update Retention and Expansion Notes, click on the Companies and Contacts link at the top of any screen.
2. To search, enter the Company or Contact name in the box provided and click the **Search** button.
3. The Company or Contact may also be found alphabetically by clicking one of the corresponding letters.
4. To scroll through the results, click the right arrow button.

Retention and Expansion Notes Update – Select Company

SAFEDS – Local EDA

Welcome kevin.m.meadows@wv.gov | Log Out | Change Password

Home • Manage Grants

Search Company:

Search

Clear Search

Add Company

Advanced Search

Note Search

| Company Name | County | Main Phone | Extn | E-mail | City | State | Investment Rep |
|--------------------------------------|---------|----------------|------|------------------------|------------|---------------|-------------------|
| Yeager Airport | Kanawha | (304) 344-8033 | | rick@yeagerairport.com | Charleston | West Virginia | Phillips, Rolland |
| Yeardley Engineering | Kanawha | 304-925-2181 | | | Charleston | West Virginia | Phillips, Rolland |

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All

Search Contact:

Search

Clear Search

Add Contact

Advanced Search

Comment Search

| Name | Job Title | Primary Company | Main Phone | Mobile Phone | City | County | State |
|------------------------------------|---|---|------------------|--------------|------------------|---------|---------------|
| AAmonster, Tengui | Master | XYZ | 555 | 1111111 | City | Kanawha | West Virginia |
| AAdon, Bob | ikt | ZZZ | 304-345-6789 | 1 | lcl | Kanawha | West Virginia |
| AAgee, Mike | Plant Manager | Dow Chemical | (1) 304-747-2324 | | Institute | Kanawha | West Virginia |
| AAhern, James | President | Achern and | (1) 304-768-8062 | | South Charleston | Kanawha | West Virginia |
| Allen, Ph.D., Gary | Director, South Charleston Technical Center | Bayer Chemical | 304-747-8505 | | South Charleston | Kanawha | West Virginia |
| Alulise, John | Vice President | ConJel Inc/Sierra | (1) 304-523-3521 | | Huntington | Kanawha | West Virginia |
| AAmos, Austin | General Manager | Convey/Wright | (304) 201-2334 | | Dunbar | Kanawha | West Virginia |
| Anderson, Cesar | | West Virginia Hearing Center (WWHC) | (304) 346-6521 | | Charleston | Kanawha | |

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1. Select your company by clicking on the **Name** of the company.

[illegible]

Retention and Expansion Notes Update – Company Page

SAFEDS – Local EDA Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home - Manage Grants

Yeager Airport [Print] [Close]

General Information

Company Name: Yeager Airport Investment Rep: Phillips, Rolland

Is Closed: ☐ Is Headquarters: ☐

Phone, Fax, Email & Website

"Please enter a phone number as digits in an acceptable format. May include '-' or '+' from international numbers."

WVDO Primary Contact: Atkinson, Richard

Main Phone: (304) 344-8033 Alt Phone:

Main Phone Ext: Alt Phone Ext:

Mobile Phone: Fax:

E-mail: rick@yeagerairport.com

Web Site: www.yeagerairport.com

Address Information

Line1: John D. Rockefeller IV Tr County: Kanawha

Line2: 100 Airport Road, Suite : Postal Code:

Line3: State: West Virginia

City: Charleston Country: Not Assigned

Municipality:

Directions:

Headquarters

Headquarters:

Secondary:

Done Internet | Protected Mode: On 100%

1. The selected Company's individual page will appear.

Retention and Expansion Notes Update – Company Page

The screenshot shows a web application interface for updating company information. On the left is a navigation menu with links: Home, General Info, Phone, Fax, Email, Address Info, Headquarters, Codes, Export Market Interest, Labor Survey, Export Awards, Company Contacts, Associated Contacts, and Retention & Expansion Notes. The main content area has four sections: 'Export Awards' (empty table), 'Company Contacts' (table with one entry for Richard Atkinson), 'Associated Contacts' (empty table), and 'Retention & Expansion Notes'. The 'Retention & Expansion Notes' section contains a 'Title' input field, a large text area for notes, a 'Save Notes' button, and a 'Print' button. Four red arrows with numbers 1-4 point to the following elements: 1. The bottom of the page (near the browser bar). 2. The 'Retention & Expansion Notes' section header. 3. The text input area for notes. 4. The 'Save Notes' button.

| Award Name | Award Year | Country | Currency |
|--|------------|---------|----------|
| No Export Award records are available. | | | |

| Full Name | Job Title | Main Phone | Main Phone Extn | Mobile Phone | E-mail |
|-------------------|------------------|----------------|-----------------|--------------|------------------------|
| Atkinson, Richard | Airport Director | (304) 344-8033 | | | rick@yeagerairport.com |

| Full Name | Job Title | Main Phone | Main Phone Extn | Mobile Phone | E-mail |
|---|-----------|------------|-----------------|--------------|--------|
| No Associated Contacts records are available. | | | | | |

Retention & Expansion Notes
Notes require a title and note entry

Title

1. Scroll to the very bottom of the page.
2. You will see the Retention and Expansion Notes Section.
3. Enter the notes you feel are necessary in the box provided.
4. Click **Save Notes**.

Retention and Expansion Notes Update – Confirm Save

Home
General Info
Phone, Fax, Email
Address Info
Headquarters
Codes
Export Market Interest
Labor Survey
Export Awards
Company Contacts
Associated Contacts
Retention & Expansion Notes

| Award Name | Award Year | Country | Currency |
|--|------------|---------|----------|
| No Export Award records are available. | | | |

Company Contacts

| Full Name | Job Title | Main Phone | Main Phone Extn | Mobile Phone | E-mail |
|-------------------|------------------|----------------|-----------------|--------------|------------------------|
| Atkinson, Richard | Airport Director | (304) 344-8033 | | | rick@yeagerairport.com |

Associated Contacts

| Full Name | Job Title | Main Phone | Main Phone Extn | Mobile Phone | E-mail |
|---|-----------|------------|-----------------|--------------|--------|
| No Associated Contacts records are available. | | | | | |

Retention & Expansion Notes

Notes require a title and note entry

Title

Save Notes

| Title | Modified On | Note |
|---|-------------|-----------------------------|
| Edit Title by: kevin.m.meadows@wv.gov 8/22/2013 | 8/22/2013 | ABCDEFGHIJKLMNOPQRSTUVWXYZ. |

The print button is used to print the entire form. If you would like to print only notes please search for the related notes using the note search on the home page.

Print Close

1. After saving the note, you will return to the top of the Company's Page.
2. Scroll back down to the bottom of the page and confirm the note was saved. All notes will be stamped with the individual's username and date the note was created.
3. Click **Close**.

Retention and Expansion Notes Update – Close

Company Contacts

| Full Name | Job Title | Main Phone | Main Phone Extn | Mobile Phone | E-mail |
|-------------------|------------------|----------------|-----------------|--------------|------------------------|
| Atkinson, Richard | Airport Director | (304) 344-8033 | | | rick@yeagerairport.com |

Associated Contacts

No Associated Contacts records are available.

Retention & Expansion

*Notes require a title and

Title

Save Notes

| Title | Modified On | Note |
|---|-------------|------------------------------|
| Edit Title by: kevin.m.meadows@ww.gov | 8/22/2013 | ABCDEFGHIJKLMN OPQRSTUVWXYZ. |

The print button is used to print the entire form. If you would like to print only notes please search for the related notes using the note search on the home page.

Print Close

1. Confirm close by clicking **Yes**.

Logout

The screenshot displays the 'SAFEDS - Local EDA' web application. At the top, a navigation bar includes 'Home' and 'Manage Grants'. Below this, there are search and management buttons for both 'Company' and 'Contact'. The 'Company' table lists various entities with columns for Name, County, Main Phone, Extn, E-mail, City, and Investment Rep. The 'Contact' table lists individuals with columns for Name, Job Title, Primary Company, Main Phone, Mobile Phone, City, County, and State. A red arrow points to the 'Log Out' link in the top right corner of the application.

SAFEDS - Local EDA

Welcome kevin.m.meadows@wv.gov! [Log Out] [Change Password]

Home • Manage Grants

Search Company: Search Clear Search Add Company Advanced Search

| Company Name | County | Main Phone | Extn | E-mail | City | Investment Rep |
|--------------------------|--------------|--------------|------|---------------------------------|------------------|-----------------|
| 11 Javascript | Kanawha | 123-4567 | | | West Virginia | Moore, James |
| 121 Direct Response (HQ) | Not Assigned | 215-333-5900 | | Discounts@121directresponse.com | Philadelphia | Lieving, David |
| AAA Biondi | Kanawha | 304-542-2679 | | hollis.b.biondi@wv.gov | South Charleston | Biondi, Hollis |
| aaa export | Kanawha | 304-542-2679 | | hollis.b.biondi@wv.gov | South Charleston | Riley, Angela |
| aaa export2 | Kanawha | 304-542-2679 | | hollis.b.biondi@wv.gov | South Charleston | West Virginia |
| aaa GGWFP | Kanawha | 304-542-2679 | | hollis.b.biondi@wv.gov | South Charleston | West Virginia |
| AAA1 Biondi | Kanawha | 304-542-2679 | | | South Charleston | Biondi, Hollis |
| AAA1 Biondi | Kanawha | | | | | West Virginia |
| ABC | | 304-111-2222 | | | | Beaufort, David |

Search Contact: Search Clear Search Add Contact Advanced Search Comment Search

| Name | Job Title | Primary Company | Main Phone | Mobile Phone | City | County | State |
|--------------------|---|-------------------------------------|------------------|--------------|------------------|---------|---------------|
| AMonster, Tengy | Master | XYZ | 555 | 1111111 | City | Kanawha | West Virginia |
| ARon, Rob | jdk | ZZZ | 304-345-6789 | 1 | jk1 | Kanawha | West Virginia |
| Agee, Mike | Plant Manager | Dow Chemical | (1) 304-747-2324 | | Institute | Kanawha | West Virginia |
| Ahern, James | President | Ahern and | (1) 304-768-8062 | | South Charleston | Kanawha | West Virginia |
| Allen, Ph.D., Gary | Director, South Charleston Technical Center | Bayer Chemical | 304-747-8505 | | South Charleston | Kanawha | West Virginia |
| Aluise, John | Vice President | Condel Inc/Sierra | (1) 304-523-3521 | | Huntington | Kanawha | West Virginia |
| Amos, Austin | General Manager | Convey, Leigh | (304) 201-2354 | | Dunbar | Kanawha | West Virginia |
| Anderson, Cesar | | West Virginia Hearing Center (WWHC) | (304) 346-6521 | | Charleston | Kanawha | |

Internet | Protected Mode: On

1. After confirming close, the search page will appear.
2. Click **Log Out**.